

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000101

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Standard Position Description

10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code	14. Agency Use
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Office of Personnel Management	Department of the Interior, FLERT Specialist			
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8338(c) and 8412(d)			
c. Second Level Review	Firefighter Law Enforcement Primary Secondary/Administrative Sec/Supvy			
d. First Level Review	ParkRanger(LE/Refuge)orSupv.ParkRanger(LE/Refug	GS	025	13
e. Recommended by Supervisor or Initiating Office				

16. Organizational Title of Position (if different from official title)
Regional Chief, Office of Refuge Law Enforcement

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Regions	e. Fifth Subdivision
Signature of Employee (optional)	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature	Signature
Date	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-025, dated 11/85; GS-023, dated 6/70.
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks FPL-GS-13.

25. Description of Major Duties and Responsibilities (See Attached)